



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## SHARED SERVICES COMMISSION

### MEETING MINUTES

January 27, 2009

**MEMBERS PRESENT:** Clayton Bannock, Ann Harford, Tim Derby and Joe Wehr

**MEMBERS ABSENT:** Dale Roberson and Dennis Milanovich

**OTHERS PRESENT:** Deborah Hoffman, Recording Secretary, and Stephen Cullinan, Ellington Public School Superintendent

1. **CALL TO ORDER:**

Mr. Bannock, acting Chairman, called the meeting to order at 7:37 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. **CITIZENS FORUM:**

None.

3. **APPROVAL OF MINUTES:** November 18, 2008

**MOVED (WEHR) SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF NOVEMBER 18, 2008.**

4. **DISCUSSION REGARDING SHARED SERVICES:**

Mr. Bannock opened the discussion by referencing the November 18<sup>th</sup> meeting minutes, which contained a paragraph summarizing each member's task for the next meeting. (see insert below)

The meeting concluded with reiteration of member's tasks to complete for the next meeting. Mr. Bannock and Mr. Derby will look into and compare IT information from the Town and Board of Education. Chairman Milanovich will look into accounting issues by emailing the School Board and Finance Officer requesting Information regarding insurance rates, quotes, competitive pricing information and any history on jointly bidding these services. He will also perform a check processing comparison between the Board of Education and Town Finance Office. Mr. Wehr will contact the Public Works Department and Finance Office requesting information regarding the Town Engineer and Head of Public Works issue and contact CCM to get information on other town's structure of these positions.

Mr. Bannock continued the discussion by reviewing each member's task for completion. He stated that Mr. Derby and himself had met and made some progress in their area, which he will discuss later. He then asked if anyone had heard anything from Chairman Milanovich. No one had, but Mr. Cullinan was able to present some of the Board of Education's (BOE) information

regarding insurance rates, quotes, pricing and bidding history. The first time Mr. Cullinan handled the insurance bidding, he asked the Town if they would like to go out to bid together and at the time the Town declined so they went out to bid alone. He explained some of the different companies positives and negatives and noted that although some larger companies had low bids, Anthem's network was very hard to surpass. He then explained some of their current rates and percentages. Mr. Cullinan also stated that he knows the Vernon system went out to bid and switched to Oxford from Anthem. The following year, Anthem came back to Vernon and underbid Oxford so they could have the business back. Ms. Harford asked if there are long-term lock-ins and Mr. Cullinan stated that he has not seen anything longer than 18 months. Some discussion followed about the Health Savings Account plans and their effectiveness and popularity. Mr. Bannock stated that at this point, member's need to get additional information from the Town so an analysis can be made of the potential risks and benefits of combining the two for bid. Mr. Cullinan brought up the example of the Town and BOE purchasing oil together where it did not decrease the BOE's cost, but it did decrease the Town's cost so the combined effect was less expensive although not for the BOE individually. Mr. Bannock stated that he will contact Chairman Milanovich to see if he has sent anything to the Town requesting information and will advise him of tonight's discussion and take action if it has not already been done.

Mr. Bannock next discussed Mr. Wehr's task of contacting the Public Works Department and CCM regarding the decision of combining the Head of PWD and Town Engineer positions. Mr. Wehr agreed to give some of the background of this topic even though it has already been decided to not combine the two positions. He noted that the invoices from Buck and Buck that he saw were generally from work up to 18 months ago. He expressed the concern, as did many other members, of the Town's ability to track and validate these invoices if they contain so much time. He also noted the rate has increasingly gone up each year (through the four years of available invoicing history) and that no doubt some of this is due to inflation. Some discussion followed regarding this topic. Ms. Harford questioned the legality of a customer requesting specific and reasonable billing time frames from a vendor and being denied it. She agreed to also look into the Town's requirements for bid regulations and processing. Mr. Wehr agreed to obtain a copy of the contract and look into the history of bidding for consulting engineering work. In conclusion, all members agreed this decision is not in the domain of the Shared Services Commission, but that information could be compiled and presented to the Board of Selectman for review. Some discussion also ensued about the All American Waste contract issues.

Mr. Bannock next discussed the work Mr. Derby and himself have done on the Accounting and IT comparison. He related some of their findings, highlighting Symantec antivirus and Bibliomation, and noted that although these may be small savings, they could all add up to somewhere around \$50,000. He stated that he will need assistance, most likely from John Collins, BOE's IT employee, in order to find the barriers to implementing a merge. Discussion ensued about the benefit of using the BOE's current IT department for both the Town and BOE instead of using external IT source as the Town currently does. Mr. Bannock noted the need to determine first the skill set the Town would require and then the impact this merge would have on the quality of service. Mr. Wehr also agreed to acquire a copy of the contract between the Town and the computer company that performs all of their IT work. Some discussion followed about the benefits and risks this merge might impose due to possible budget cuts. Mr. Wehr concluded the discussion by pointing out the efficiency and benefits a merge would produce if the BOE's skill set and capabilities do end up being sufficient.

Mr. Bannock then discussed the accounting comparison he was able to perform since the last meeting. He noted that the Town, who is currently using ADP, a payroll processing company, and the BOE, who does all payroll processing internally, still perform all of the same tasks up to the actual printing of the checks and stuffing them in envelopes. Hence, Mr. Bannock, based on

his findings, questioned whether the printing of the checks and stuffing them in envelopes is worth the \$17,000 the Town is paying ADP in comparison with how much it costs the BOE to do internally. Ms. Harford wondered whether the Town could just send their checks to the BOE Accounting Department for printing if that is really all ADP is doing. Mr. Bannock ended the discussion agreeing to obtain the BOE's processing cost per check from Mr. Littizzio.

Mr. Bannock concluded the meeting by stating that his goal for the next meeting is to have all the information gathered to complete a profile form for the IT and Accounting information and to get it ready to submit to the Board of Selectman. He agreed to email a copy of the profile form template to Ms. Hoffman for distribution to each member. Mr. Cullinan asked Mr. Bannock to arrange a meeting with Mr. Collins regarding the possible IT merge and he agreed to do that. Lastly, it was noted the next meeting will be held on February 17<sup>th</sup> and Ms. Harford stated that she is planning to attend the next meeting, but may be late.

5. ADJOURNMENT:

**MOTION (HARFORD) SECONDED (WEHR) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:56 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Deborah Hoffman', with a long horizontal flourish extending to the right.

Deborah Hoffman  
Recording Secretary